



**AYALA ALABANG VILLAGE ASSOCIATION**  
Neighborhood Center, Narra Street, Ayala Alabang Village, Muntinlupa City  
Tel No: 809-2282 \* admin@aava.com.ph \* www.aava.com.ph

**FILM/VIDEO SHOOTING PERMIT**

A APPLICANT			
B ADDRESS			
C CONTACT PERSON		D TEL. NO. CP NO.	
E PURPOSE [ ] Filming [ ] TV Commercial [ ] Others _____			
F LOCATION	G DATE/TIME	NO. OF PERSONS INVOLVED	NO. OF VEHICLES INVOLVED

**THIS PERMIT IS HEREBY GRANTED SUBJECT TO THE ABOVE APPLICANT’S STRICT ADHERENCE TO THE FOLLOWING CONDITIONS:**

- 1. No shooting shall be made without prior approval from the Association. The duration of this permit is valid only for the period as specified in letter G above unless otherwise extended by Ayala Alabang Village Association. The applicant will undertake the restoration of the area used to its original condition at his / her own expense.
- 2. Activities other than those mentioned in letter E above will not be undertaken.
- 3. Any and all necessary permits/licenses that need to be secured from any government agency is the responsibility of the applicant.
- 4. Applicant shall be solely responsible for any damages which may result to any third party in connection with the use of such area.
- 5. A **CASH BOND**, depending on the type of shoot (*please refer to the reverse side for the classification & corresponding amount*) is required. Upon completion of the shooting, the applicant must secure clearance from the Location Owner / Resident, Security Department and AAVA Administration prior to the release of Cash Bond (the clearance portion is provided below this permit). The bond can be refunded 2 weeks after the required clearance have been duly submitted at the Association Office.
- 6. The applicant must provide at least One (1) **portalet** during the time of the shooting.
- 7. Written permit from the owner/resident should be submitted if shooting will be done inside his/her property.
- 8. No double parking along the street to avoid traffic congestions.
- 9. Only silent-type generators shall be allowed to be used during the time of the shoot.
- 10. Should there be any complaints from nearby neighbors due to unnecessary nuisance created during the shooting, the shooting shall be stopped immediately by our Security.
- 11. Shooting is allowed only from 6:00 AM to 8:00 PM. Any extension should be cleared and approved first by AAVA as well as the affected neighbors provided that shooting shall not extend beyond 12:00 midnight.
- 12. Any violation of the above condition shall force the Association to impose forfeiture of the Cash Bond.
- 13. The Security Department will deploy its representative to check the conduct of the shooting if the applicant is conforming to the above conditions.
- 14. Ayala Alabang Village Association, its affiliates & employees, shall be free from any liability, including but not limited to loss, theft, damage to items, etc. as a result of this activity.

If you are agreeable to the foregoing, please signify your conformity by signing in the space provided below and return to us for our files.

**CONFORME**

**AYALA ALABANG VILLAGE ASSOCIATION**  
By: \_\_\_\_\_

**Processed by:**

**Village Manager**

CERD/Admin      SP NO. \_\_\_\_\_

**CLEARANCE**

This is to clear the above applicant of the settlement of his/her accountabilities and further confirm that there was no violation of the set conditions of this permit made by the applicant on record

Cleared by: \_\_\_\_\_      Cleared by: \_\_\_\_\_      Cleared by: \_\_\_\_\_  
Owner/Date      Security/Date      Administration/Date

**NOTE: This permit is exclusive for the above purpose only and should not be used for any other location. Failure to comply shall mean banning of the company to conduct similar activity/ies at AAVA and forfeiture of Bond. This permit shall not be used to scout for other locations. Please submit original copy of Official Receipt when requesting for the refund of your Bond.**

AAVA USE ONLY		
SHOOTING BOND	: P _____	OR#:
SHOOTING FEE	: P _____	
SECURTY FEE	: P _____	
GENSET FEE	: P _____	
OB VAN FEE	: P _____	
OVERTIME FEE	: P _____	OR#:
TOTAL AMOUNT	: P _____	
GRAND TOTAL	: P _____	OTHERS:

**NOTE: PLEASE SECURE BARANGAY PERMIT – P 1,500**

TO : All Concerned  
RE : Film/Video Shooting Permit



As per Board Resolution No. B2019-11-01, types of shoot inside the Village shall be categorized as follows, with the corresponding fees & bonds to take effect November 1, 2019, to wit:

Type of Shoot	Purpose	Fee	Bond
Photo	Commercial	P 20,000.00 per shooting day	P 15,000.00
Photo	News/Magazine Feature	P 5,000.00 per shooting day	P 5,000.00
TV	Local production/Telenovela	P 25,000.00 per shooting day	P 15,000.00
TV	News Feature/Local Show (No OB Van)	P 5,000.00 per engagement but should not exceed 6 hours	P 5,000.00
TV	Live Coverage (With additional charge if with OB Van)	P 5,000.00 per engagement but should not exceed 6 hours	P 5,000.00
Film/Video	Commercial	P 25,000.00 per shooting day	P 15,000.00
Film/Video	Full length movie production	P 25,000.00 per shooting day	P 15,000.00

Additional charges will also have to be paid for the following:

- 1) Entrance fee for Generator set (should be silent type & with trailer) – P 2,000.00 per unit per engagement
- 2) Entrance fee for OB Van – P 2,000.00 per unit per engagement
- 3) Payment of two (2) Security Personnel – P 1,875.00 per Guard fixed rate; additional P 160.00 per hour per Guard if shooting will go beyond 12 hours
- 4) Extension beyond 8:00 p.m. – P 2,000.00 per hour  
*\*Extension shall still be subject to clearance & approval from AAVA & the affected neighbors; if approved ,extension of shoot is up to 12:00 midnight only.*

Permit will be granted to school projects requiring film and photo shoot free of charge provided that the following are complied with:

- 1) Letter using the School’s official letterhead and signed by the School Dean stating the required project;
- 2) No OB vans and /or generators, only handycam/camcorders will be allowed; and,
- 3) Students are residents of Ayala Alabang Village.

For location hunting/scouting, the following shall still be observed:

- 1) A permit should be secured first from the Association office. The following should also be complied with:
  - a) Letter from the company stating the purpose of the shooting.
  - b) Only digital camera/handycam can be used.
  - c) Maximum of 5 persons to scout the area.
- 2) The permit shall be exclusively used for its intended purpose and location (i.e., parks &/or roads) only and should not be used for house-to-house scouting. House scouting will be allowed only if with the prior approval of the concerned resident.
- 3) A security personnel shall escort the team and once finished, the Security personnel shall forward the permit to Administration Department for record purposes.

For your information and guidance.

Thank you.

Village Manager

CONSENT CLAUSE

The personal data obtained from this form is entered and stored within Ayala Alabang Village Association’s (AAVA or “we”) authorized information system and will only be accessed by AAVA’s duly authorized personnel. AAVA shall institute appropriate security measures to ensure protection of the data subjects’ personal data.

In general, we will need your explicit and unambiguous consent to enable us to process your request/s and transaction/s. Specifically, we may process your personal data for the following purposes:

- (1) to collect, use, process, share, and retain your information.
- (2) to create and maintain a responsible relationship and provide quality service. We collect information that allows us to accurately and efficiently manage your membership and perform the services that you receive from us;
- (3) to understand your needs and preferences. In order to ensure the HOA is offering programs and services that keep pace with your expectations from time to time, ask you to participate in surveys that help us to understand what you desire from the HOA to fit your lifestyle.
- (4) to meet legal and regulatory requirements. We are required to collect and use personal information to fulfill our contractual obligations to you, or our legal and regulatory obligations to the local and national government units including, but not limited to: provinces, cities, municipalities and barangays;
- (5) to retain adequate documentation of the information for three (3) years after end of each calendar year, subject to applicable laws and professional standards.

For more information on your rights as a data subject and how AAVA protects your information, you may visit AAVA’s Privacy Policy at [www.aava.com.ph](http://www.aava.com.ph).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date